PLC Team Meeting Minutes

PLC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scribe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Agenda Items accomplished during today's meeting:

TEAM’S SMART GOAL -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 KEY QUESTIONS – to guide EVERYTHING we do

What is it we expect our students to learn? --- (Essential Learnings)  
 How will we know when they have learned it? --- (Assessments)  
 How will we respond when they don’t learn it? --- (Corrective Instruction)  
 How will we respond when they already know it? --- (Acceleration)

II. AFL Framework:

Examine Standards and Identify Essential Learnings

Unpack the Curriculum

Review / Develop Common Assessments and Establish SMART Goals

Plan and Deliver Instruction

Administer Assessments, Analyze Data, Begin Corrective Instruction

III. List of PLC team members:

Present Absent (only with Principal’s approval)

IV. Minutes including questions for the Leadership Team can be attached or written on the back.

A copy of this document should be sent to the Principal and Instructional Facilitator.